

Lawrence Public Library, Lawrence, Kansas
Board of Trustees Regular Meeting

Monday, July 15, 2019 at 4:30 PM
Meeting Room A, Lawrence Public Library, 707 Vermont Street

Call to Order

Introductions

Public Comments

Consent Agenda

All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on those items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- Approve Library Board meeting minutes
- Approve Treasurer's report
- Approve bills
- Receive statistical report

Library Director's report

Departmental reports

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- Memo on Merit Pay
- 2020 Revised Budget numbers

New business

- Presentation by Toni Wheeler and Randy Larkin, City Attorney's Office
- Select System Representative for NEKLS Annual Assembly

Adjournment

DRAFT

**Lawrence Public Library
Board of Trustees
Regular Board Meeting
June 17, 2019
4:30 p.m.**

Board Members Present: Judy Keller, (chair), Brady Flannery, Joan Golden, Mayor Lisa Larsen, Sarah Goodwin Thiel, David Vance, Kevan Vick. Absent: Ursula Minor

Library Staff Present: Brad Allen (Executive Director), Tricia Karlin, Kathleen Morgan, Sherri Turner.

Guests: none

Call to Order

Judy called the regular meeting to order at 4:30 p.m.

Public Comment

None.

Consent Agenda

Joan noted that the minutes should be corrected to reflect that Joan arrived at 4:45, not Sarah. Joan moved to approve the consent agenda with the minutes corrected as noted; Kevan seconded. All in favor; motion carried.

Director's Report

Brad distributed copies of the audit. There were no notes recommending changes. He said that he had a discussion with Toni Wheeler regarding the library's practice of approving the consent agenda by email in absence of a quorum. The board's bylaws may need to be changed regarding this. When he hears back from Toni, he will bring back a revision to the bylaws if needed.

Brad spoke with the city finance director this afternoon. Since release of the city manager's recommended budget last week, the county has released revenue projections that affect the library's budget assumptions. Brad said he hasn't had time to review the library's budget with this new information in mind. He asked the board if they would be willing to raise the mill to allow the library to remove overdue fines, a change which he sees as an equity issue. The board expressed reluctance to ask for a mill increase. Brad will continue to work on the budget and will let the board know if he is unable to implement the fines program and stay within the mill.

Brad and Kathleen met with Mayor Lisa Larsen to learn more about her vision for LPL. He also met with Jennifer Ananda to discuss the city's participation in GARE (Government Alliance on Race and Equity). The library's first adult-focused summer reading kickoff party was a big success with over 300 people attending. The minority intern program is in flux due to leadership changes at KU's Office of Diversity and Equity, but Brad is in discussion with them. One of the

spring interns has continued into the summer.

Judy suggested that it would be a good idea to have a Mize Houser representative discuss the audit with the board, in August, if possible. Brad will contact them.

Departmental Report

There were no questions or comments.

Library Foundation Executive Director's Report

Major gifts this month include \$25,000 from the Salkind family to continue the Neil J. Salkind Collection of digital books and audiobooks, the second installment in the Jedel Family Foundation and Jeff and Mary Weinberg gift (\$16,500) for Youth Services, and the third installment of the Midco Grant for technology. Cathy Hamilton and Kathleen are working on the Keep Retirement Weird kickoff and Retirement Boot Camp. US Bank, LMH, and Blue Cross Blue Shield of Kansas have agreed to sponsor. Cathy and Kathleen have submitted a grant to the Kansas Health Foundation to underwrite the Retirement Boot Camp program. The Foundation has received their draft audit, but their board has not seen it yet. The Friends and Foundation merger committee will meet on June 19th. Bylaws, policies, and procedures are pretty well developed at this point. Web Golden is helping with the legal logistics. Library Night at the K is on July 30.

Friends Report

David reported that Friends talked about the merger and are generally feeling positive about it. They are looking at how to blend the boards and are gauging interest among current members. They are looking for someone to take over the lead position in the Amazon group. The summer sale coming up in July.

Ongoing Business

Performance-Based Pay

Brad gave an overview of his Pay for Performance Recommendation (included in packet) and asked for feedback. Joan expressed thanks for the staff's work on this. After discussion, the board asked Brad to encapsulate his underlying philosophy for compensation in a document to present at the next board meeting.

New Business

There was no new business. At the July meeting, Toni Wheeler, city attorney, will be here to discuss the library

Adjournment

There being no other business, the meeting adjourned at 5:45 p.m.

The next Board meeting will be Monday, July 15 at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
June 2019									
REVENUES		This Month	Year to Date	Annual Budget	50% of Year		Jun-18		YTD 2018
Tax Fund		\$ 1,736,947.31	\$ 4,260,114.04	\$ 4,457,000.00	95.58%		\$ 1,641,844.27		\$ 2,454,165.36
Overdues		\$ 12,898.74	\$ 76,828.57	\$ 150,000.00	51.22%		\$ 14,552.89		\$ 63,515.71
NEKLS		\$ 22,625.00	\$ 45,250.00	\$ 93,000.00	48.66%		\$ 22,500.00		\$ 24,500.00
State Aid		\$ -	\$ 27,594.52	\$ 25,000.00	110.38%		\$ -		\$ 27,367.85
Photo Copies		\$ 1,930.72	\$ 10,805.53	\$ 20,000.00	54.03%		\$ 2,263.91		\$ 8,075.73
Coffee Shop Rent		\$ -	\$ 4,500.00	\$ 9,000.00	50.00%		\$ 1,500.00		\$ 3,750.00
Meeting Room Fees		\$ 725.00	\$ 3,950.00	\$ 5,000.00	79.00%		\$ 400.00		\$ 2,700.00
Interest		\$ 1,618.70	\$ 13,554.28	\$ 16,000.00	84.71%		\$ 1,283.69		\$ 4,801.39
Miscellaneous		\$ 1,281.82	\$ 4,983.50	\$ -			\$ -		\$ 315.78
Total Revenues		\$1,778,027.29	\$4,447,580.44	\$4,775,000.00	93.14%		\$1,684,344.76		\$2,589,191.82
EXPENSES									
Salaries & Wages		\$ 217,670.19	\$ 1,299,819.85	\$ 2,670,000.00	48.68%		\$ 204,383.48		\$ 1,029,173.41
Employee Benefits		\$ 27,247.98	\$ 160,046.29	\$ 330,000.00	48.50%		\$ 27,231.59		\$ 125,679.78
Payroll Taxes		\$ 37,072.41	\$ 222,227.30	\$ 465,000.00	47.79%		\$ 33,988.32		\$ 170,446.16
Utilities		\$ 5,919.41	\$ 46,918.47	\$ 96,000.00	48.87%		\$ 6,534.13		\$ 41,805.50
Building Supplies		\$ 1,162.27	\$ 7,996.96	\$ 20,000.00	39.98%		\$ 653.35		\$ 7,443.07
Building Repairs & Maintenance		\$ 2,074.44	\$ 27,688.20	\$ 55,000.00	50.34%		\$ 4,127.92		\$ 20,181.94
Library Supplies		\$ 770.53	\$ 5,876.80	\$ 25,000.00	23.51%		\$ 1,333.59		\$ 7,452.42
Books & Materials		\$ 41,832.88	\$ 299,581.85	\$ 670,000.00	44.71%		\$ 46,147.77		\$ 250,440.72
Processing Supplies		\$ 4,301.13	\$ 29,402.74	\$ 50,000.00	58.81%		\$ 3,926.41		\$ 23,499.23
Equipment		\$ -	\$ 9,737.63	\$ 10,000.00	97.38%		\$ -		\$ 8,097.82
Technology		\$ 7,133.22	\$ 119,086.91	\$ 245,000.00	48.61%		\$ 6,243.49		\$ 119,321.73
Insurance		\$ -	\$ 11,343.00	\$ 17,000.00	66.72%		\$ 725.20		\$ 11,572.80
Shipping		\$ 5,401.92	\$ 11,463.43	\$ 16,000.00	71.65%		\$ 4,758.25		\$ 5,622.76
Professional Development		\$ (878.34)	\$ 12,015.67	\$ 30,000.00	40.05%		\$ 2,021.59		\$ 17,764.27
Book Van & Mileage		\$ 691.95	\$ 1,242.90	\$ 2,000.00	62.15%		\$ 209.42		\$ 619.79
Programs		\$ 2,184.45	\$ 9,587.80	\$ 20,000.00	47.94%		\$ 1,551.62		\$ 8,301.31
Professional Fees		\$ 5,767.44	\$ 27,661.22	\$ 20,000.00	138.31%		\$ 5,211.33		\$ 21,674.32
Advertising & Marketing		\$ 3,716.39	\$ 16,287.33	\$ 30,000.00	54.29%		\$ 1,767.41		\$ 8,564.52
Capital Improvements		\$ -	\$ -	\$ 4,000.00	0.00%		\$ -		\$ 15,593.60
Miscellaneous		\$ 1,180.70	\$ 2,582.12	\$ -			\$ (420.48)		\$ 2,672.90
Total Expenses		\$ 363,248.97	\$ 2,320,566.47	\$ 4,775,000.00	48.60%		\$ 350,394.39		\$ 1,895,928.05
CASH BALANCES									
	Checking	\$ 2,745,073.73							
	Capital Improvement	\$ 668,401.67							

2019 Outside Funding Report

		1/1/2019	March	March	April	April	May	May	June	June			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS													
	KPR-Advertising	\$ 2,590.91		\$ 500.95		\$ 90.13					\$ (0.00)		
	Summer Reading - ALL	\$ 4,525.83		\$ 8,583.48	\$ 20,000.00	\$ 9,770.80		\$ 15,617.17		\$ 4,668.21	\$ 9,286.17		
	Aquarium	\$ 872.21		\$ 577.92	\$ 3,000.00	\$ 300.00		\$ 600.00		\$ 300.00	\$ 1,494.29		
	Volunteers	\$ 346.62		\$ -			\$ 1,000.00				\$ 1,037.38		
	Read Across Lawrence 2019	\$ (12,190.60)		\$ 1,306.80	\$ 16,921.00	\$ 819.27					\$ 1,956.55		
	Salaries/Taxes - Hyde	\$ (11.62)		\$ 4,055.50		\$ 4,055.50		\$ 4,055.50	\$ 25,000.00	\$ 4,055.50	\$ 655.38		
	Block Grant	\$ 93,780.52		\$ 47.53	\$ (3,000.00)	\$ 1,350.07	\$ (1,000.00)	\$ 1,025.14		\$ 1,095.66	\$ 56,349.64		
		\$ 89,913.87	\$ -	\$ 15,072.18	\$ 36,921.00	\$ 16,385.77	\$ -	\$ 21,297.81	\$ 25,000.00	\$ 10,119.37	\$ 70,779.41		
FOUNDATION													
	Kansas Health Foundation	\$ 2,134.96		\$ 25.00		\$ 25.00					\$ 1,860.71		
	Salaries/Taxes - Isaman	\$ -		\$ 3,023.53	\$ 9,070.61	\$ 3,023.53		\$ 3,023.55	\$ 9,070.61	\$ 3,023.53	\$ 0.00		
	Foundation Expenses to be reimbursed	\$ -		\$ 888.74	\$ 1,545.64	\$ 171.73		\$ 940.84	\$ 2,320.21	\$ 1,207.64	\$ 0.00		
	Mary Winter for BCIAB	\$ 4,873.53				\$ 784.44					\$ 2,182.81		
	Salkind for E-books	\$ 2.11						\$ 686.26	\$ 25,000.00	\$ 11,779.15	\$ 12,536.70		
	Harry Potter	\$ 490.91									\$ 490.91		
	Weinberg/Jedel YS/YA	\$ 8,550.25		\$ 672.00		\$ 405.00			\$ 16,500.00	\$ 1,156.43	\$ 21,052.02		
	Milliken Fund	\$ 2,300.21		\$ 472.62	\$ 2,800.00						\$ 4,342.73		
	Sound & Vision	\$ -			\$ 1,400.00	\$ 86.47		\$ 65.64		\$ 859.01	\$ 388.88		
	Peterson - Technology/Gage Tech	\$ 5,073.09									\$ -		
	Camin Memorial	\$ 242.79									\$ 242.79		
	Storytime @Home/Juanita Marsh	\$ 886.55									\$ 851.41		
	Sound & Vision	\$ -									\$ -		
	Harrison Music Storytellers	\$ -							\$ 1,250.00		\$ 1,250.00		
	Dr. Bob	\$ -									\$ -		
	Seed Library	\$ 1,804.49									\$ 1,804.49		
	Crowe Fund	\$ 1,332.70		\$ 120.00							\$ 1,212.70		
	Local History/Coan	\$ 4,927.45									\$ 4,927.45		
	MIDCO	\$ 17,291.36						\$ 158.94	\$ 30,000.00	\$ 1,142.95	\$ 45,862.22		
	General Endowment	\$ 43,079.97									\$ 43,079.97		
	Simpson Grant	\$ 13,429.65									\$ 3,502.92		
	Youth Services	\$ 1,419.83		\$ 414.00	\$ 220.00						\$ 1,225.83		
		\$ 107,839.85		\$ 5,615.89	\$ 15,036.25	\$ 4,496.17	\$ -	\$ 4,875.23	\$ 84,140.82	\$ 19,168.71	\$ 146,814.54		
OTHER													
	Memorials/Honor with Books/Bauleke	\$ 1,722.07		\$ 10.51	\$ 347.05	\$ 42.70		\$ 38.93	\$ 127.00	\$ 14.40	\$ 2,089.58		
	ALA Teen Intern	\$ 80.37									\$ 80.37		
	ALA Strengthening Communities			\$ 1,129.49		\$ 63.49				\$ 543.03	\$ 2,635.56		
	Landsberg Bequest	\$ 1,272.10		\$ 310.08		\$ 197.02		\$ 72.82			\$ (86.00)		
	Lawrence Give Back	\$ 2,626.32									\$ 2,626.32		
	Wurfy	\$ 120.99				\$ 86.83					\$ 34.16		
	Bibliocommons	\$ 1,000.00						\$ 1,000.00			\$ -		
	Merchandise Sales	\$ 833.75	\$ 524.85		\$ 281.00		\$ (194.50)		\$ 715.75		\$ 1,262.95		
		\$ 7,655.60	\$ 524.85	\$ 1,450.08	\$ 628.05	\$ 390.04	\$ (194.50)	\$ 1,111.75	\$ 842.75	\$ 557.43	\$ 8,642.94		
		\$ 205,409.32											
		Month Total	\$ 524.85	\$ 22,138.15	\$ 52,585.30	\$ 21,271.98	\$ (194.50)	\$ 27,284.79	\$ 109,983.57	\$ 29,845.51	YTD Income	\$ 167,031.32	
											YTD Exoense	\$ 146,203.75	

Lawrence Public Library
Balance Sheet
As of June 30, 2019

	<u>Jun 30, 19</u>	<u>Jun 30, 18</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	901,982.62	1,653,482.20	-751,499.58	-45.5%
Checking	1,843,091.11	875,756.66	967,334.45	110.5%
Capital Improvement at MIP	668,401.67	604,006.45	64,395.22	10.7%
Total Checking/Savings	<u>3,413,475.40</u>	<u>3,133,245.31</u>	<u>280,230.09</u>	<u>8.9%</u>
Total Current Assets	<u>3,413,475.40</u>	<u>3,133,245.31</u>	<u>280,230.09</u>	<u>8.9%</u>
Other Assets				
Petty Cash	<u>1,240.75</u>	<u>1,240.75</u>	<u>0.00</u>	<u>0.0%</u>
Total Other Assets	<u>1,240.75</u>	<u>1,240.75</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>3,414,716.15</u>	<u>3,134,486.06</u>	<u>280,230.09</u>	<u>8.9%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	<u>46,274.28</u>	<u>39,658.95</u>	<u>6,615.33</u>	<u>16.7%</u>
Total Accounts Payable	<u>46,274.28</u>	<u>39,658.95</u>	<u>6,615.33</u>	<u>16.7%</u>
Other Current Liabilities				
Payroll Liabilities	<u>-122.55</u>	<u>2,060.32</u>	<u>-2,182.87</u>	<u>-106.0%</u>
Total Other Current Liabilities	<u>-122.55</u>	<u>2,060.32</u>	<u>-2,182.87</u>	<u>-106.0%</u>
Total Current Liabilities	<u>46,151.73</u>	<u>41,719.27</u>	<u>4,432.46</u>	<u>10.6%</u>
Total Liabilities	<u>46,151.73</u>	<u>41,719.27</u>	<u>4,432.46</u>	<u>10.6%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	920,087.66	745,817.14	174,270.52	23.4%
Net Income	<u>2,147,841.54</u>	<u>2,046,314.43</u>	<u>101,527.11</u>	<u>5.0%</u>
Total Equity	<u>3,368,564.42</u>	<u>3,092,766.79</u>	<u>275,797.63</u>	<u>8.9%</u>
TOTAL LIABILITIES & EQUITY	<u>3,414,716.15</u>	<u>3,134,486.06</u>	<u>280,230.09</u>	<u>8.9%</u>

**Lawrence Public Library
Revenues & Expenses**

June 2019

	<u>Jun 19</u>
Ordinary Income/Expense	
Income	
Gifts-Friends	25,000.00
Gifts-Other	84,267.82
Grants	22,625.00
Interest	1,618.70
Meeting Room Fees	725.00
Merchandise Sales	715.75
Overdues	12,898.74
Photo Copies	1,930.72
Repairs & Equipment	1,281.82
Tax Fund	1,736,947.31
Total Income	<u>1,888,010.86</u>
Gross Profit	1,888,010.86
Expense	
Payroll Expenses	245,991.42
Payroll Taxes	38,202.78
Utilities - Electric	5,919.41
Building Supplies	1,162.27
Building Repairs & Maintenance	2,074.44
Library & Office Supplies	770.53
Books & Materials	41,832.88
Processing Supplies	4,301.13
Technology	7,133.22
Shipping	5,401.92
Professional Development	-878.34
Bookvan & Mileage	691.95
Program Expense	2,184.45
Professional Fees	5,767.44
Advertising	3,716.39
Miscellaneous	1,180.70
FOUNDATION FUNDING	17,560.32
FRIENDS FUNDING	10,081.57
Total Expense	<u>393,094.48</u>
Net Ordinary Income	<u>1,494,916.38</u>

Lawrence Public Library
Revenues & Expenses
June 2019

	Jun 19
Net Income	<u>1,494,916.38</u>

11:11 AM

07/11/19

Lawrence Public Library
Vendor Balance Summary

All Transactions

	Jul 12, 19
Amazon	4,201.17
ASI	50.00
Baker & Taylor, Inc.	394.79
Bob's Janitorial Service	490.00
Brodart Co.	241.65
Center Point Large Print	767.58
Century Business Technologies	773.67
Designed Business Interiors	1,018.88
Donna Joe Harkrider	50.00
Douglas County Treasurer	28.50
EBSCO	-552.55
Gale/Cengage Learning	169.33
Ingram Library Services	13,958.23
Intuit	29.85
Jayhawk Tropical Fish	300.00
John Svoboda	9.74
Kanopy LLC	877.00
KanREN	7,502.40
Lawrence Rotary Club	235.00
Liberty Hall	900.00
Martin Moore	240.00
Mid-America Library Alliance	4,598.00
Mid-Continent Public Library	5.99
Midwest Tape	15,738.75
OCLC, Inc.	5,382.42
OrangeBoy Inc.	3,360.00
OverDrive	15,930.76
Petty Cash	194.24
Pur-O-Zone, Inc.	508.35
Quill Corporation	1,536.52
Recorded Books	210.15
SirsiDynix	1,440.00
Snap Promotions	2,560.08
Tech Electronics	720.00
TFMComm Inc.	196.44
Unique Management Services	609.60
United Way of Douglas County	1,166.66
VISA 5372	8,503.35
Westar	6,562.23
Withers	447.65
TOTAL	101,356.43

11:19 AM
07/11/19

Lawrence Public Library
Check Detail
July 2019

Type	Num	Date	Name	Account	Paid Amount
Liability Check	Electronic	07/01/2019	Kansas Employment Security ...	Checking	
				SUI	0.29
				Company	-664.47
TOTAL					-664.18
Bill Pmt -Check	Electronic	07/15/2019	ASI	Checking	
Bill	June 2019	07/03/2019		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	07/15/2019	Intuit	Checking	
Bill	June Bill Pay	07/09/2019		Professional Fees	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	07/15/2019	VISA 5372	Checking	
Bill		07/11/2019		ALA	-3,205.07
				Adult Programming	-426.08
				Bookvan & Mileage	-97.66
				Children's Programming	-22.72
				Children's Programming	-12.95
				Children's Programming	-8.48
				Children's Programming	-101.36
				Children's Programming	-23.02
				Children's Programming	-18.79
				Young Adult Program...	-295.83
				Summer Reading - ALL	-434.21
				ALSC Grant	-125.00
				Professional Fees	-692.93
				Shipping	-126.19
				Processing Supplies	-190.00
				Library & Office Suppli...	-239.03
				Advertising	-1,105.01
				Building Supplies	-172.12
				Building Repairs & Mai...	-103.67
				Supplies	-21.99
				Public Access	-71.80
				Sound & Vision	-49.75
				MIDCO	-434.74
				FOUNDATION FUNDI...	-14.88
				Harrison Fund	-281.98
				Books & Materials	-138.34
				Periodicals	-49.75
				Miscellaneous	-40.00
TOTAL					-8,503.35
Bill Pmt -Check	Electronic	07/15/2019	Westar	Checking	
Bill	June 2019	07/11/2019		Utilities - Electric	-6,562.23
TOTAL					-6,562.23

11:19 AM
07/11/19

Lawrence Public Library
Check Detail
July 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8663	07/17/2019	Baker & Taylor, Inc.	Checking	
Bill	2034617078	06/28/2019		Processing Supplies	-2.10
Bill	2034617077	06/28/2019		Books & Materials	-39.35
Bill	2034596453	06/28/2019		Processing Supplies	-2.40
Bill	2034596452	06/28/2019		Books & Materials	-161.45
Bill	2034639981	07/10/2019		Processing Supplies	-1.39
Bill	2034639980	07/10/2019		Books & Materials	-188.10
TOTAL					-394.79
Bill Pmt -Check	8664	07/17/2019	Bob's Janitorial Service	Checking	
Bill	3571	06/28/2019		Building Repairs & Mai...	-90.00
Bill	4566	06/28/2019		Building Repairs & Mai...	-200.00
Bill	5303	07/09/2019		Building Repairs & Mai...	-200.00
TOTAL					-490.00
Bill Pmt -Check	8665	07/17/2019	Brodart Co.	Checking	
Bill	532279	06/28/2019		Processing Supplies	-114.64
Bill	531943	06/28/2019		Processing Supplies	-127.01
TOTAL					-241.65
Bill Pmt -Check	8666	07/17/2019	Center Point Large Print	Checking	
Bill	1698461	06/28/2019		Books & Materials	-315.78
Bill	1701228	07/10/2019		Books & Materials	-451.80
TOTAL					-767.58
Bill Pmt -Check	8667	07/17/2019	Century Business Technologies	Checking	
Bill	526318	06/28/2019		Copying	-15.00
Bill	528130	07/09/2019		Copying	-457.76
Bill	528382	07/11/2019		Copying	-300.91
TOTAL					-773.67
Bill Pmt -Check	8668	07/17/2019	Designed Business Interiors	Checking	
Bill	16659	06/28/2019		Block Grant	-1,018.88
TOTAL					-1,018.88
Bill Pmt -Check	8669	07/17/2019	Gale/Cengage Learning	Checking	
Bill	67239607	06/28/2019		Books & Materials	-26.59
Bill	67255992	06/28/2019		Books & Materials	-18.89
Bill	57223533	06/28/2019		Books & Materials	-123.85
TOTAL					-169.33

11:19 AM
07/11/19

Lawrence Public Library
Check Detail
July 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8670	07/17/2019	Ingram Library Services	Checking	
Bill	40705599	06/28/2019		Processing Supplies	-32.14
Bill	40705597	06/28/2019		Processing Supplies	-20.99
Bill	40685841	06/28/2019		Processing Supplies	-0.45
Bill	40671589	06/28/2019		Processing Supplies	-57.72
Bill	40671587	06/28/2019		Processing Supplies	-23.23
Bill	40695267	06/28/2019		Processing Supplies	-17.73
Bill	40657685	06/28/2019		Processing Supplies	-46.20
Bill	40620721	06/28/2019		Processing Supplies	-0.90
Bill	40620723	06/28/2019		Processing Supplies	-0.15
Bill	40636676	06/28/2019		Books & Materials	-9.10
Bill	40620719	06/28/2019		Processing Supplies	-41.84
Bill	40636678	06/28/2019		Processing Supplies	-118.46
Bill	40628135	06/28/2019		Processing Supplies	-37.19
Bill	40600082	06/28/2019		Processing Supplies	-0.45
Bill	40600080	06/28/2019		Processing Supplies	-8.52
Bill	40586271	06/28/2019		Processing Supplies	-36.24
Bill	40570905	06/28/2019		Processing Supplies	-29.67
Bill	40570903	06/28/2019		Processing Supplies	-20.47
Bill	40580827	06/28/2019		Processing Supplies	-33.46
Bill	40547822	06/28/2019		Processing Supplies	-221.89
Bill	40531114	06/28/2019		Processing Supplies	-12.31
Bill	40555915	06/28/2019		Processing Supplies	-89.14
Bill	40510790	06/28/2019		Processing Supplies	-0.30
Bill	40520544	06/28/2019		Processing Supplies	-64.47
Bill	40493875	06/28/2019		Processing Supplies	-14.44
Bill	40705598	06/28/2019		Books & Materials	-665.85
Bill	40705596	06/28/2019		Books & Materials	-268.62
Bill	40685840	06/28/2019		Books & Materials	-41.97
Bill	40671588	06/28/2019		Books & Materials	-421.46
Bill	40671586	06/28/2019		Books & Materials	-285.23
Bill	40695266	06/28/2019		Books & Materials	-79.56
Bill	40657684	06/28/2019		Books & Materials	-518.77
Bill	40665865	06/28/2019		Books & Materials	-9.11
Bill	40620720	06/28/2019		Books & Materials	-76.18
Bill	40620722	06/28/2019		Books & Materials	-17.99
Bill	40636675	06/28/2019		Books & Materials	-13.65
Bill	40620718	06/28/2019		Books & Materials	-473.78
Bill	40636677	06/28/2019		Books & Materials	-1,332.95
Bill	40628134	06/28/2019		Books & Materials	-297.81
Bill	40600081	06/28/2019		Books & Materials	-46.79
Bill	40600079	06/28/2019		Books & Materials	-75.62
Bill	40586270	06/28/2019		Books & Materials	-358.74
Bill	40570904	06/28/2019		Books & Materials	-364.47
Bill	40570902	06/28/2019		Books & Materials	-197.80
Bill	40580826	06/28/2019		Books & Materials	-356.38
Bill	40547821	06/28/2019		Books & Materials	-2,126.90
Bill	40547820	06/28/2019		Books & Materials	-10.22
Bill	40531113	06/28/2019		Books & Materials	-101.15
Bill	40555914	06/28/2019		Books & Materials	-720.50
Bill	40510789	06/28/2019		Books & Materials	-25.78
Bill	40520543	06/28/2019		Books & Materials	-405.73
Bill	40493874	06/28/2019		Books & Materials	-153.84
Bill	40788249	07/10/2019		Books & Materials	-265.23
Bill	40798716	07/10/2019		Books & Materials	-716.81
Bill	40774636	07/10/2019		Books & Materials	-607.96
Bill	40744858	07/10/2019		Books & Materials	-631.82
Bill	40752866	07/10/2019		Books & Materials	-50.72
Bill	40723244	07/10/2019		Books & Materials	-340.91
Bill	40723242	07/10/2019		Books & Materials	-390.25

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Type	Num	Date	Name	Account	Paid Amount
Bill	40741096	07/10/2019		Books & Materials	-273.21
Bill	40788250	07/10/2019		Processing Supplies	-17.70
Bill	40798717	07/10/2019		Processing Supplies	-84.37
Bill	40774637	07/10/2019		Processing Supplies	-52.30
Bill	40744859	07/10/2019		Processing Supplies	-54.31
Bill	40752867	07/10/2019		Processing Supplies	-7.55
Bill	40723245	07/10/2019		Processing Supplies	-24.76
Bill	40723243	07/10/2019		Processing Supplies	-32.16
Bill	40741097	07/10/2019		Processing Supplies	-23.86
TOTAL					-13,958.23
Bill Pmt -Check	8671	07/17/2019	Jayhawk Tropical Fish	Checking	
Bill	715045	06/28/2019		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	8672	07/17/2019	Kanopy LLC	Checking	
Bill	159856-PPU	07/10/2019		Books & Materials	-877.00
TOTAL					-877.00
Bill Pmt -Check	8673	07/17/2019	KanREN	Checking	
Bill	190708010...	07/09/2019		Internet	-7,502.40
TOTAL					-7,502.40
Bill Pmt -Check	8674	07/17/2019	Lawrence Rotary Club	Checking	
Bill	128352	07/09/2019		Membership & Dues	-235.00
TOTAL					-235.00
Bill Pmt -Check	8675	07/17/2019	Mid-America Library Alliance	Checking	
Bill	M201920-0...	06/28/2019		Shipping	-4,598.00
TOTAL					-4,598.00
Bill Pmt -Check	8676	07/17/2019	Mid-Continent Public Library	Checking	
Bill	ILL 195922...	07/10/2019		Overdues	-5.99
TOTAL					-5.99

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8677	07/17/2019	Midwest Tape	Checking	
Bill	97553690	06/28/2019		Books & Materials	-79.88
Bill	97553692	06/28/2019		Books & Materials	-29.99
Bill	97550960	06/28/2019		Books & Materials	-595.86
Bill	97551831	06/28/2019		Books & Materials	-159.95
Bill	97551833	06/28/2019		Books & Materials	-9.99
Bill	97547797	06/28/2019		Books & Materials	-25.18
Bill	97547744	06/28/2019		Books & Materials	-57.72
Bill	97547799	06/28/2019		Books & Materials	-52.48
Bill	97547742	06/28/2019		Books & Materials	-79.88
Bill	97540199	06/28/2019		Books & Materials	-93.72
Bill	97540197	06/28/2019		Books & Materials	-72.24
Bill	97519626	06/28/2019		Books & Materials	-35.67
Bill	97519628	06/28/2019		Books & Materials	-119.18
Bill	97520641	06/28/2019		Books & Materials	-340.90
Bill	97520640	06/28/2019		Books & Materials	-992.94
Bill	97517782	06/28/2019		Books & Materials	-40.16
Bill	97517784	06/28/2019		Books & Materials	-119.21
Bill	97505103	06/28/2019		Books & Materials	-34.02
Bill	97489907	06/28/2019		Books & Materials	-187.43
Bill	97489395	06/28/2019		Books & Materials	-827.54
Bill	97489396	06/28/2019		Books & Materials	-387.89
Bill	97597237	07/09/2019		Processing Supplies	-310.35
Bill	97610251	07/10/2019		Books & Materials	-155.84
Bill	97610252	07/10/2019		Books & Materials	-164.97
Bill	97608758	07/10/2019		Books & Materials	-134.19
Bill	97608756	07/10/2019		Books & Materials	-94.12
Bill	97597931	07/10/2019		Books & Materials	-74.22
Bill	97596279	07/10/2019		Books & Materials	-82.42
Bill	97581476	07/10/2019		Books & Materials	-49.98
Bill	97581475	07/10/2019		Books & Materials	-930.20
Bill	97576838	07/10/2019		Books & Materials	-196.42
Bill	97576836	07/10/2019		Books & Materials	-76.57
Bill	97575933	07/10/2019		Books & Materials	-67.47
Bill	97575931	07/10/2019		Books & Materials	-23.08
Bill	97598677	07/10/2019		Books & Materials	-9,037.09
TOTAL					-15,738.75
Bill Pmt -Check	8678	07/17/2019	OCLC, Inc.	Checking	
Bill	667668	07/09/2019		Collections	-5,382.42
TOTAL					-5,382.42
Bill Pmt -Check	8679	07/17/2019	OrangeBoy Inc.	Checking	
Bill	2812	06/28/2019		Professional Fees	-3,360.00
TOTAL					-3,360.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8680	07/17/2019	OverDrive	Checking	
Bill	06809DA1...	06/28/2019		Books & Materials	-87.00
Bill	06809DA1...	06/28/2019		Books & Materials	-523.43
Bill	06809DA1...	06/28/2019		Books & Materials	-59.99
Bill	06809DA1...	06/28/2019		Books & Materials	-18.99
Bill	06809CO1...	06/28/2019		Books & Materials	-338.46
Bill	06809CO1...	06/28/2019		Books & Materials	-606.96
Bill	06809CO1...	06/28/2019		Books & Materials	-346.96
Bill	06809DA1...	06/28/2019		Books & Materials	-213.96
				Salkind Gift	-155.99
Bill	06809CO1...	06/28/2019		Salkind Gift	-277.42
Bill	06809CO1...	06/28/2019		Books & Materials	-360.82
Bill	06809CO1...	06/28/2019		Salkind Gift	-311.86
Bill	06809CO1...	06/28/2019		Salkind Gift	-374.60
Bill	06809CO1...	06/28/2019		Salkind Gift	-398.35
Bill	06809CO1...	06/28/2019		Salkind Gift	-3,712.84
Bill	06809CO1...	06/28/2019		Salkind Gift	-4,628.00
Bill	06809CO1...	07/10/2019		Books & Materials	-573.42
Bill	06809CO1...	07/10/2019		Books & Materials	-1,350.74
Bill	06809CO1...	07/10/2019		Books & Materials	-87.43
Bill	06809CO1...	07/10/2019		Books & Materials	-1,469.97
Bill	06809DA1...	07/10/2019		Salkind Gift	-33.57
TOTAL					-15,930.76
Bill Pmt -Check	8681	07/17/2019	Pur-O-Zone, Inc.	Checking	
Bill	782459	07/10/2019		Building Supplies	-508.35
TOTAL					-508.35
Bill Pmt -Check	8682	07/17/2019	Quill Corporation	Checking	
Bill	8141154	06/28/2019		Processing Supplies	-1,322.89
				Library & Office Suppli...	-19.03
Bill	8049065	06/28/2019		Library & Office Suppli...	-194.60
TOTAL					-1,536.52
Bill Pmt -Check	8683	07/17/2019	Recorded Books	Checking	
Bill	76240893	06/28/2019		Books & Materials	-74.25
Bill	76239604	06/28/2019		Books & Materials	-74.25
Bill	76238979	06/28/2019		Books & Materials	-61.65
TOTAL					-210.15
Bill Pmt -Check	8684	07/17/2019	SirsiDynix	Checking	
Bill	INVIS0268...	07/09/2019		Professional Fees	-1,440.00
TOTAL					-1,440.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8685	07/17/2019	Snap Promotions	Checking	
Bill	19060702	06/28/2019		Advertising	-870.00
Bill	19062103	07/11/2019		Advertising	-490.08
				Merchandise Sales	-1,200.00
TOTAL					-2,560.08
Bill Pmt -Check	8686	07/17/2019	Tech Electronics	Checking	
Bill	1190606125	06/28/2019		Building Repairs & Mai...	-720.00
TOTAL					-720.00
Bill Pmt -Check	8687	07/17/2019	TFMComm Inc.	Checking	
Bill	201738	07/09/2019		Supplies	-196.44
TOTAL					-196.44
Bill Pmt -Check	8688	07/17/2019	Unique Management Services	Checking	
Bill	555608	07/09/2019		Professional Fees	-456.45
Bill	555609	07/09/2019		Professional Fees	-153.15
TOTAL					-609.60
Bill Pmt -Check	8689	07/17/2019	United Way of Douglas County	Checking	
Bill	4472	06/28/2019		Professional Fees	-583.33
Bill	4499	07/09/2019		Professional Fees	-583.33
TOTAL					-1,166.66
Bill Pmt -Check	8690	07/17/2019	Withers	Checking	
Bill	203754	06/28/2019		Building Supplies	-447.65
TOTAL					-447.65
Bill Pmt -Check	28565	07/15/2019	Amazon	Checking	
Bill	8101867	06/28/2019		Summer Reading - ALL	-82.56
Bill	7308242	06/28/2019		Summer Reading - ALL	-19.99
Bill	6737007	06/28/2019		Children's Programming	-14.95
Bill	7497845	06/28/2019		Summer Reading - ALL	-36.08
Bill	7497845	06/28/2019		Summer Reading - ALL	-34.72
Bill	9582665	06/28/2019		Block Grant	-14.66
Bill	2423431	06/28/2019		Block Grant	-25.14
Bill	4521857	06/28/2019		Books & Materials	-96.54
Bill	5229047	06/28/2019		Books & Materials	-21.98
Bill	5229047	06/28/2019		Books & Materials	-58.94
Bill	4491466	06/28/2019		Summer Reading - ALL	-188.39
Bill	7308242	06/28/2019		Summer Reading - ALL	-19.95
Bill	8550666	06/28/2019		Advertising	-271.96
Bill	4521857	06/28/2019		Books & Materials	-240.86

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Lawrence Public Library
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Type	Num	Date	Name	Account	Paid Amount
Bill	4521857	06/28/2019		Books & Materials	-44.60
Bill	4713837	06/28/2019		Books & Materials	-55.65
				Books & Materials	-59.99
Bill	0027450	06/28/2019		Books & Materials	-22.99
Bill	4713837	06/28/2019		Books & Materials	-40.30
Bill	3897042	06/28/2019		Books & Materials	-11.99
Bill	6089825	06/28/2019		Books & Materials	-15.96
Bill	4345065	06/28/2019		Books & Materials	-9.26
Bill	9460213	06/28/2019		Books & Materials	-8.69
Bill	9460213	06/28/2019		Books & Materials	-14.87
				Books & Materials	-23.96
				Books & Materials	-29.38
Bill	5171437	06/28/2019		Books & Materials	-13.97
Bill	0370605	06/28/2019		Books & Materials	-32.84
Bill	9460213	06/28/2019		Books & Materials	-51.40
Bill	1927457	06/28/2019		Books & Materials	-10.81
Bill	28006	06/28/2019		Books & Materials	-75.00
Bill	4617005	06/28/2019		Books & Materials	-29.18
Bill	3165830	06/28/2019		Books & Materials	-13.39
Bill	5617855	06/28/2019		Books & Materials	-7.99
Bill	2169048	06/28/2019		Books & Materials	-17.15
Bill	2169048	06/28/2019		Books & Materials	-9.94
Bill	0376200	06/28/2019		ALSC Grant	-64.55
Bill	7641805	06/28/2019		ALSC Grant	-27.49
Bill	7137001	06/28/2019		ALSC Grant	-450.99
Bill	0088224	06/28/2019		Adult Programming	-248.03
Bill	5343458	06/28/2019		Supplies	-347.41
Bill	3017800	06/28/2019		Supplies	-69.88
Bill	7808261	06/28/2019		Library & Office Suppli...	-446.61
Bill	4762611	07/09/2019		Adult Programming	-8.99
Bill	7177829	07/09/2019		Block Grant	-23.24
Bill	6639419	07/09/2019		Children's Programming	-9.28
Bill	8956265	07/09/2019		Children's Programming	-11.99
Bill	0277801	07/09/2019		ALSC Grant	-9.20
Bill	6962626	07/09/2019		Library & Office Suppli...	-95.38
Bill	4049830	07/09/2019		Children's Programming	-28.97
Bill	4857016	07/10/2019		Books & Materials	-139.87
Bill	4857016	07/10/2019		Books & Materials	-49.94
Bill	0780212	07/10/2019		Books & Materials	-15.98
Bill	5343458	07/10/2019		Books & Materials	-18.92
				Books & Materials	-49.94
Bill	5343458	07/10/2019		Books & Materials	-42.62
				Books & Materials	-64.94
Bill	1827401	07/10/2019		Books & Materials	-28.99
Bill	3973005	07/10/2019		Books & Materials	-59.99
Bill	4581036	07/10/2019		Books & Materials	-9.86
Bill	7021828	07/10/2019		ALSC Grant	-19.00
Bill	1805030	07/10/2019		ALSC Grant	-5.47
Bill	3462630	07/10/2019		ALSC Grant	-5.95
Bill	1673824	07/11/2019		Summer Reading - ALL	-121.66
TOTAL					-4,201.17
Bill Pmt -Check	28566	07/15/2019	Donna Joe Harkrider	Checking	
Bill	6-21-19	06/28/2019		Summer Reading - ALL	-50.00
TOTAL					-50.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28567	07/15/2019	Douglas County Treasurer	Checking	
Bill	310EMO; 0...	06/28/2019		Bookvan & Mileage	-28.50
TOTAL					-28.50
Bill Pmt -Check	28568	07/15/2019	John Svoboda	Checking	
Bill	REFUND	06/28/2019		Overdues	-9.74
TOTAL					-9.74
Bill Pmt -Check	28569	07/15/2019	Liberty Hall	Checking	
Bill	7-16-19	06/28/2019		Adult Programming	-900.00
TOTAL					-900.00
Bill Pmt -Check	28570	07/15/2019	Martin Moore	Checking	
Bill	7-16-19	06/28/2019		Summer Reading - ALL	-240.00
TOTAL					-240.00
Bill Pmt -Check	28571	07/15/2019	Petty Cash	Checking	
Bill	Jan-June 2...	06/28/2019		Children's Programming	-47.93
				Adult Programming	-67.65
				Miscellaneous	-6.64
				Bookvan & Mileage	-7.00
				Young Adult Program...	-13.65
				Collection Development	-15.55
				Travel By Department	-12.00
				Adult Services	-15.84
				In-Service Day	-7.98
TOTAL					-194.24

Lawrence Public Library

Monthly Statistical Summary--June 2019

INDICATOR	June		Percent	YTD	YTD	Percent
	2019	2018	Change	2019	2018	Change
			2018-2019			2018-2019

SUMMARY RATIOS

Service Area Population	100,736	99,496	1%			
User Visits per Capita	7.63	8.02	-5%			
Reference Transactions per Capita	1.45	1.85	-22%			
Program Attendance per Capita	0.92	0.83	11%			
Circulation per Capita	13.62	14.29	-5%			
Circulation per Visit	1.79	1.78	0%			
Total Holdings per Capita	2.04	2.03	0%			
% of Lawrence Residents Registered	58%	55%	5%			

Circulation--Adult Total	73,515	77,028	-5%	423,462	420,184	1%
Circulation--Young Adult Total	5,012	4,763	5%	23,592	21,937	8%
Circulation--Youth Total	35,830	36,705	-2%	176,451	173,849	1%
Circulation--Total	114,357	118,496	-3%	623,865	615,960	1%

Reference Transactions	12,211	15,336	-20%	66,188	72,321	-8%
User Visits	64,077	66,530	-4%	324,668	331,882	-2%
LPL Web Site Visits	19,714	17,472	13%	117,439	116,533	1%

Holdings--Added	2,989	2,818	6%	18,070	18,480	-2%
Holdings--Withdrawn	2,819	3,401	-17%	18,259	18,179	0%
Holdings--Total	205,874	202,275	2%			

Active Cardholders--Added	855	914	-6%			
Active Cardholders--Total	71,538	67,349	6%			

Adult Programs	26	32	-19%	133	203	-34%
Young Adult Programs	16	14	14%	105	82	28%
Youth Programs	83	82	1%	430	398	8%
Total Programs	125	128	-2%	668	683	-2%
Total Program Attendance	7,751	6,881	13%	30,461	34,878	-13%
Public Uses of Meeting Rooms	772	932	-17%	5,112	5,957	-14%

Total Paid Staff (FTE)	68.36	66.41	3%			
Total Number of Employees	93	85	9%			

Lawrence Public Library

Monthly Statistical Report--June 2019

	June		Percent		YTD	YTD	Percent
	2019	2018	Change		2019	2018	Change
			2018-2019				2018-2019
OUTPUT MEASURES							
Service Area Population	100,736	99,496	1%				
User Visits per Capita	7.63	8.02	-5%				
Reference Transactions per Capita	1.45	1.85	-21%				
Program Attendance per Capita	0.92	0.83	11%				
Circulation per Capita	13.62	14.29	-5%				
Total Holdings per Capita	2.04	2.03	1%				
Collection Turnover--Total	6.75	7.12	-5%				
Collection Turnover--Adult	6.88	7.26	-5%				
Collection Turnover--Young Adult	4.84	5.07	-5%				
Collection Turnover--Youth	6.88	7.21	-5%				
Collection Turnover--Audiovisual	11.52	10.96	5%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	35698	37057	-4%		201482	200580	0%
Circulation--Adult Periodicals	948	1038	-9%		6060	5410	12%
Circulation--Adult Feature Films & TV Shows	22542	25073	-10%		138506	139739	-1%
Circulation--Electronic Games	1932	2107	-8%		9803	10547	-7%
Circulation--Adult Music CDs	4663	5008	-7%		24953	29253	-15%
Circulation--Adult Audio Books and Books on CD	7595	6642	14%		41985	34334	22%
Circulation--eReaders	1	8	-88%		7	51	-86%
Circulation--Other New	136	95	43%		666	260	156%
Circulation--Adult Total	73515	77028	-5%		423462	420174	1%
Circulation--YA Books and Videos	4419	4313	2%		20586	19751	4%
Circulation--YA Periodicals	3	12	-75%		17	41	-59%
Circulation--YA Audio Books and Books on CD	590	438	35%		3349	2145	56%
Circulation--YA Total	5012	4763	5%		23952	21937	9%
Circulation--Youth Books and Videos	33258	34030	-2%		162829	161372	1%
Circulation--Youth Periodicals	140	184	-24%		534	732	-27%
Circulation--Youth Music CDs	461	490	-6%		2200	2424	-9%
Circulation--Youth Audio Books and Books on CD	1971	2001	-1%		10888	9321	17%
Circulation--Youth Total	35830	36705	-2%		176451	173849	1%

Lawrence Public Library	June		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
			2018-2019				2018-2019
Circulation--Bookmobile	1359	1373	-1%		6822	5621	21%
Circulation--Book Lockers	1029	1184	-13%		6039	5695	6%
Circulation--Total Books	73375	75400	-3%		384897	381703	1%
Circulation--Total Periodicals	1091	1234	-12%		6611	6183	7%
Circulation--Total Audiovisual + Digital	41468	39078	6%		242401	236411	3%
Circulation Total	114357	118496	-3%		623865	615960	1%
Staff Assisted Circulation	4088	4652	-12%		25404	23613	8%
Self Check Circulation	81033	88092	-8%		430722	446394	-4%
Percent Self Check	95%	95%	0%		94%	95%	-1%
Online Renewals	15516	15263	2%		89824	89330	1%
Other Staff Checkouts	89	119	-25%		786	700	12%
Requests Placed	21433	22471	-5%		122509	119046	3%
Requests Filled	19256	19624	-2%		110959	106925	4%
Requests Unclaimed	2873	2673	7%		16069	15412	4%
Interlibrary Loan Items Borrowed for LPL Patrons	381	441	-14%		2328	2736	-15%
Interlibrary Loan Items Loaned from LPL Collection	634	546	16%		3436	3182	8%
OTHER LIBRARY SERVICES							
User Visits	64077	66530	-4%		324668	331882	-2%
Public Computer Usage	8431	9967	-15%		43668	48001	-9%

Lawrence Public Library	June		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
			2018-2019				2018-2019
Adult Reference Transactions	1460	1818	-20%		7708	9028	-15%
Young Adult Reference Transactions	1230	1548	-21%		5732	5166	11%
Youth Reference Transactions	1640	2560	-36%		7808	8048	-3%
IT Desk	1305	1572	-17%		7721	8664	-11%
Welcome Desk	1137	2342	-51%		7431	12242	-39%
Phone Calls	1673	1311	28%		11936	10524	13%
Accounts Desk	3766	4185	-10%		17852	18649	-4%
Total Reference Transactions	12211	15336	-20%		66188	72321	-8%
Public-Sponsored Uses of Meeting Rooms	772	932	-17%		5112	5957	-14%
LPL Web Site Visits	19714	17472	13%		117439	116533	1%
RESOURCES							
Holdings--Total	205874	202275	2%				
Holdings--Adult	130061	129086	1%				
Holdings--Young Adult	12466	11313	10%				
Holdings--Youth	63347	61876	2%				
Holdings--Audiovisual	43182	42783	1%				
Holdings--eReaders	1	10	-90%				
Holdings Added	2989	2818	6%		18070	18480	-2%
Holdings Withdrawn (Weeded)	2819	3401	-17%		18259	18179	0%
Holdings Net Change	334	91	267%		1728	4016	-57%
LIBRARY PATRONS							
Total Active Cardholders	71538	67349	6%				
Cardholders Added	855	914	-6%		3871	3902	-1%
Cardholders Transacting	15508	13517	15%		86885	81894	6%
Percent of Cardholders Transacting	22%	20%	8%				
Total Number of Lawrence Residents Registered	58307	55035	6%				
Percent of Lawrence Residents Registered	58%	55%	5%				

Lawrence Public Library						
Monthly Statistical Report	June		Percent		YTD	YTD
	2019	2018	Change		2019	2018
			2019-2018			2019-2018
PROGRAMMING						
Number of Adult Programs	26	32	-19%		133	203
Number of Young Adult Programs	16	14	14%		105	82
Number of Youth Programs	83	82	1%		430	398
Total Programs	125	128	-2%		668	683
Adult Program Attendance	2196	1738	26%		5039	8719
Young Adult Program Attendance	268	318	-16%		3136	4021
Youth Program Attendance	5287	4825	10%		22286	22138
Total Program Attendance	7751	6881	13%		30461	34878
STAFFING						
Total Paid Staff, in Full-Time Equivalents	68.36	66.41	3%			
ALA-MLS Librarians, in Full-Time Equivalents	17.55	17.37	1%			
Number of Employees--Total	93	85	9%			
Number of Employees--Full-Time	46	45	2%			
Number of Employees--Part-Time	47	40	18%			
Terminations	1	0	#DIV/0!		11	5
Hirings	9	3	200%		18	9
Volunteer Hours	897.2	1074.9	-17%		4730.5	4418.3

Select Online Statistics
June 2019

Kanopy:

Visits 3424

Pages 4240

Play 693

User Accounts 933

[lynda.com](https://www.lynda.com):

Active users 2430

New users 36

Users who logged in 143

Total log ins 527

Hours viewed 215.9

Hours viewed per user who logged in 1.51

Hours viewed per log in .41

Library Director's Report for July 2019

The City released updated budget numbers based on updated revenue projections provided by the County. The revised budget for the library increased by \$82,000 to \$4,782,000. This is \$92,000 higher than the number I had estimated given the information I had. I am including a revised line item budget in the board packet with my recommended revisions to this point.

I have been researching different kinds of organizational development models that would be a good fit for our library and help with continue to move forward in a positive way. From this research and in consultation with my executive coach, I selected Appreciative Inquiry as a methodology for our leadership team to explore. We have spent the past two months reading a book called *The Power of Appreciative Inquiry* by Diana Whitney and Amanda Thorsten-Bloom and have decided we want to use this approach to continue to develop and define our mission, vision, and strategic initiatives. I want to discuss with the board in the near future ideas we have for how we would begin to use AI at LPL.

I traveled to Washington, D.C., in late June to attend the American Library Association Annual Meeting. Polli Kenn, William Ottens, and Kate Gramlich also attended the conference. I attended a variety of sessions and spent a good time on the exhibit floor at vendor booths. I had the opportunity to connect with the CEO and other staff from our vendor Bibliocommons.

Lastly, I have two external leadership updates of note. I made the decision to resign from the United Way of Douglas County Board of Directors. The work involved in rebuilding the reputation of the United Way is becoming a distraction to my work at the library at this point, and it made sense to step aside. I have a lot of confidence in the new CEO Jeffrey Cornish. The library will continue to be a supportive partner of the United Way.

As I step away from that role, I am happy to report that I have been nominated to the Humanities Kansas board of directors. I have been chosen as the governor's appointee which will be official once I am confirmed. I'm excited about this new role and look forward to serving our state in this capacity.

Respectfully submitted by Brad Allen, July 11, 2019

Monthly Departmental Reports

July 2019

New Staff

- **Materials Handling:** Erica Segraves (currently Teen Librarian at LPL) has accepted the position of Materials Handling Coordinator and will start on July 15th.
- **Facilities Department**
 - Has hired Nikki Dumlap as a PT Custodian.
- **Youth Services**
 - We have three positions recently filled!
 - Centi Clogston is our new Teen Librarian (see above about Erica's move to Materials Handling)
 - Marilyn Kearney is replacing Centi in Children's
 - Mary Wahlmeier will start next week as a replacement for Matt Seidel. He's moving to New York.

New Volunteers

- 30 participants of the Kansas Women's Leadership Institute (young women from all over the world - as well as underserved areas in Kansas) volunteered on Friday, July 5, assisting with preparations for the Friends sale, creating coupon packs for summer reading,, and helping to clean the Children's Room collection.

New Partnerships

- Info: The Jayhawk Area Agency on Aging will begin offering a Caregiver Support Group at LPL on the 3rd Wednesday of each month.

Reports on Signature Events

- Info: The How-To Festival was back for its second year, and was an enormous success with lots of wonderful feedback from the community. This year's event featured nearly 50 presenters, and an estimated 700 people attended.

Continuing Education/Professional Organization Participation

- **Materials Handling:** Zarina Alferts attended an hour-long webinar on becoming a Bibliocommons Search Guru
- **Accounts/Tech/Materials Handling:** Jeff Bergeron, Aaron Brumley, and Tricia Karlin attended a 3-hour SIRSI workshop on June 26th on Symphony Administration

Task Force Reports/Task Force Requests

- The Fine Free Subcommittee, currently consisting of Jeffrey Bergeron, Kim Fletcher, and Dan Coleman, have been examining the question of going fine free on our youth collection (juvenile and YA). We've been looking at reasons for and against eliminating fines, as well as the potential impact making such a change may have. We've also started outlining alternative procedural and technical approaches to making the change. New circ rules, items types, and notices will have to be created in any case, but there are different ways we may approach how overdue items are handled. We are looking at how simply eliminating these fines without other change could work, as well as the possibility of billing for replacement more quickly on youth items than we do now, or potentially blocking (without fees) accounts with overdue youth materials before billing. Our biggest questions right now center around how going fine free may impact the collection in terms of hold queues and ordering new items. Research on the topic is scarce, so we are developing a list of questions that we will approach several other fine free libraries with regarding their experiences. Based on their responses and our continued research we will develop a recommendation on a few likely approaches the library can take.

Highlight of the Month

- LPL had its best Bed Bug inspection to date, with only 1 "hit"!
 - John Kugler, owner of Bug Hounds LLC, said that from his perspective bed bug activity has increased in the area these past few months as so this is just further proof of how vigilant our Materials Handling staff and Friends' volunteers are in protecting LPL from these pests.

Foundation Director's Report – July 11, 2019

- **Merger Update.** The Friends and Foundation merger steering committee met on June 19th. We discussed the legal steps necessary to make the merger official, the makeup of the new board, financial logistics for bringing the two organizations together, branding for the merged board and plans for a celebration in early 2020. The steering committee will reconvene on August 14th to see where we are. In addition, the Membership and Fundraising Committee met on July 10. Attendees hammered out membership levels and associated benefits. These recommendations will be considered by the steering committee at the August 14th meeting.
- **Keep Retirement Weird.** We are making great progress on our September 15th “Keep Retirement Weird” event. We now have three fantastic sponsors: US Bank, LMH Health and Blue Cross and Blue Shield of Kansas. (Hooray!) In addition, Merchant's has agreed to be our food and drink vendor, Billy Pilgrim is finalizing our graphics, and we are working to finalize our line-up of exhibitors and demonstrations. This program is the kick-off event to our new Retirement Bootcamp Series, a new initiative designed to help retirees find purpose, friends, financial support, health and happiness.
- **Coffee Meetings.** The Foundation board does not meet in July. In lieu of a formal meeting, Craig Penzler, board chair, and I are meeting with each Foundation board member individually to discuss the merger, goals, endowment building, and other ideas and issues of interest.
- **Audit and 990.** The Library Foundation's draft audit for 2018 reports no concerns or issues. Representatives from Mize Houser will attend the Foundation Board's August meeting to answer questions about the audit process. Following the presentation from the auditors, the board will vote on whether to accept the audit. In addition, Mize Houser is in the process of preparing the Foundation's Form 990.
- **Speaking gigs.** Logan Isaman is famous! Our stellar Foundation assistant has been asked to make a presentation on the “Get Inked for the Library” fundraiser at the International Public Library Fundraising Conference in Calgary at the end of July. In addition, she was contacted by United For Libraries, ALA's association for Trustees, advocates, Friends and Foundations for information on the event. As for my claim to fame, I will present, “Tales from a Library Mini Golf Course” at the Kansas Library Association annual meeting in October. I look forward to sharing stories about hauling garage-door sized golf holes into the library and dodging rats in our storage unit.
- **Pending Grant Applications:**
 - Kansas Health Foundation for \$25,000; Retirement Bootcamp
 - Corporation for National and Community Service for \$5,431 matching grant; volunteer recruitment
 - Hill's Pet Nutrition for \$1,000: Tail Wagging Readers

MEMO

To: Lawrence Public Library Board of Trustees
From: Brad Allen
Date: July 10, 2019
Re: Thoughts on an LPL Pay Philosophy

The board of trustees and library staff have spent the past several months considering the right pay philosophy for Lawrence Public Library. The board encouraged staff to develop and implement a merit-based pay system. Staff took this charge seriously and went about our research and investigation. From our research, we concluded that merit-based pay is not the best fit for our organization.

At last month's board meeting at the end of the discussion, I was asked to write a few words about my philosophy on how we should pay people at LPL. The memo is my attempt to share those thoughts with you. Additionally, I have included our stated Compensation Philosophy as an appendix at the end of this memo as I think it is also important to reiterate.

We believe in compassion and cooperation, not competition.

Lawrence Public Library is a wholehearted library. We work together to achieve the best public library experience we can for our community. We encourage and challenge one another to be our best, and we do it with an organizational culture that is compassionate and cooperative, not competitive.

Comparison is the thief of happiness.

Creativity is a key component to wholeheartedness, and comparison is its kryptonite. The strength of an organization is that is made up of lots of human beings each with their own original thoughts. Imagine unleashing the power of that originality instead of creating systems of comparison that stifle our unique individual selves.

To amplify this point, I want to quote research professor and thought leader Brené Brown. She writes, "The comparison mandate becomes this crushing paradox of 'fit in and stand out!' It's not cultivate self-acceptance, belonging, and authenticity; it's be just like everyone else, but better."

Authentic, creative ideas emerge when we stop comparing and competing with each other.

“The opposite of play is not work—the opposite of play is depression.”

This quote is from play researcher Stuart Brown, and it has deep resonance for me. Brown goes on to explain, “Respecting our biologically programmed need for play can transform work. It can bring back excitement and newness to our job. Play helps us deal with difficulties, provides a sense of expansiveness, promotes mastery of our craft, and is an essential part of the creative process.” Having a strong sense of play in the workplace leads to a healthy and high performing organization.

Brown explains further that “play shapes our brain, helps us foster empathy, helps us navigate complex social groups, and is at the core of creativity and innovation.” Are these not the keys to success in public library work?

In Conclusion

The introduction of a merit-based pay structure sends a message to staff that library leadership values competition over cooperation which contradicts our values and beliefs as an organization. Our staff should not be in competition with one another. We all have our unique roles within our organization and go about doing our best at the work we’re given. Granular measurement of one employee against another, or a somewhat difficult-to-quantify standard doesn’t make a lot of sense. Such an approach would do our organization more harm than good.

Compassion and cooperation lie at the heart of a successful, engaged organization. We have built a truly special public library in Lawrence, Kansas. I count myself lucky to work with this tremendous group of human beings. Let’s continue in our spirit of encouragement and support of our staff as we move forward.

APPENDIX

Compensation Philosophy

The Library's policy, subject to budgetary constraints, is to pay wages and salaries that are competitive with those paid for like jobs at regional public libraries of similar size and at comparable positions within the city of Lawrence, and to maintain internal equity among positions. "Internal equity" for purposes of the policies described in this Handbook, refers to how jobs compare to one another within the Library, as opposed to how those jobs might compare to similar jobs outside the Library. Salary increases are based on budget allocations, market conditions, length of service, and job performance. Increases normally take effect at the beginning of the calendar year. Pay increases are not routine or automatic.

The salary schedule is reviewed periodically to ensure that pay grades correspond to general market conditions. The current classification system and pay scale is available on the staff Intranet.

Compensation for new hires is usually the minimum base rate of pay for the position for which the employee is hired. The Executive Director may approve starting salaries up to the midpoint to compensate for an employee's prior experience or advanced training as long as internal equity is maintained.

-from the Lawrence Public Library Employee Handbook, page 8

LAWRENCE PUBLIC LIBRARY						
Regular Budget Report						
2017-2020						
Revised 7/11/2019						
REVENUES		2017	2018	2019	2020	Difference
Tax Fund		\$ 4,033,737.00	\$ 4,233,000.00	\$ 4,457,000.00	\$ 4,782,000.00	\$ 325,000.00
Overdues		\$ 170,000.00	\$ 148,400.00	\$ 150,000.00	\$ 70,000.00	\$ (80,000.00)
NEKLS		\$ 68,000.00	\$ 90,000.00	\$ 93,000.00	\$ 91,000.00	\$ (2,000.00)
State Aid		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Photo Copies		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Coffee Shop Rent		\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ -
Meeting Room Fees		\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00	\$ -
Interest		\$ 1,600.00	\$ 1,600.00	\$ 16,000.00	\$ 25,000.00	\$ 9,000.00
Total Revenues		\$ 4,330,337.00	\$ 4,530,000.00	\$ 4,775,000.00	\$ 5,027,000.00	\$ 252,000.00
EXPENSES						
Salaries & Wages		\$ 2,450,000.00	\$ 2,500,000.00	\$ 2,670,000.00	\$ 2,825,000.00	\$ 155,000.00
Employee Benefits		\$ 275,000.00	\$ 275,000.00	\$ 330,000.00	\$ 340,000.00	\$ 10,000.00
Payroll Taxes		\$ 400,000.00	\$ 420,000.00	\$ 465,000.00	\$ 491,000.00	\$ 26,000.00
Utilities		\$ 96,000.00	\$ 96,000.00	\$ 96,000.00	\$ 96,000.00	\$ -
Building Supplies		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Building Repairs & Maintenance		\$ 35,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ -
Library Supplies		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Books & Materials		\$ 600,000.00	\$ 650,000.00	\$ 670,000.00	\$ 700,000.00	\$ 30,000.00
Books & Materials Supplies		\$ 65,000.00	\$ 65,000.00	\$ 50,000.00	\$ 50,000.00	\$ -
Equipment		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Technology		\$ 170,000.00	\$ 210,000.00	\$ 245,000.00	\$ 250,000.00	\$ 5,000.00
Insurance		\$ 12,000.00	\$ 15,000.00	\$ 17,000.00	\$ 18,000.00	\$ 1,000.00
Shipping		\$ 22,000.00	\$ 19,000.00	\$ 16,000.00	\$ 16,000.00	\$ -
Professional Development		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 40,000.00	\$ 10,000.00
Book Van & Mileage		\$ 1,800.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -
Programs		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Professional Fees		\$ 30,000.00	\$ 40,000.00	\$ 20,000.00	\$ 35,000.00	\$ 15,000.00
Advertising & Marketing		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
Capital Improvements		\$ 38,537.00	\$ 48,000.00	\$ 4,000.00	\$ 4,000.00	\$ -
Miscellaneous						\$ -
Total Expenses		\$ 4,330,337.00	\$ 4,530,000.00	\$ 4,775,000.00	\$ 5,027,000.00	\$ 252,000.00